



*“Advancing and Stretching
Your Knowledge”*

Human Resource Institute

Total Compensation (Benefits Focus) Courses

Courses:

Contact Hours:

Administering Your Workers' Compensation Benefits	3.25
Advanced Access	3.25
Advanced Benefits Administration	6.5
Advanced Excel	3.25
Basic Payroll Accounting	3.25
Commonwealth Integrated Payroll/Personnel System (Introductory Leave)	6.0
Financial & Budgeting Concepts	6.0
Fundamentals for Benefits Administrators Part I	6.5
Fundamentals for Benefits Administrators Part II	6.5
Fundamentals of Compensation	13
Introduction to the Commonwealth Personnel Management Information System (PMIS) or equivalent	6.5
Introduction to VSDP	3.25
Leave Policies	3.25
Overview of Total Compensation	3.25
VSDP and Workers' Compensation Basics	3.25